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9 DEC 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Director of Information Services

SUBJECT: OIS Weekly Report (1-7 December 1982)

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Classification Review Division

DoD provided OIS a copy of their "Guidelines for Systematic Declassification Review of Classified Information on Permanently Valuable DoD Records" and requested CIA comments and coordination. CRD and Information Management Staff (IMS), DO, cooperated on the review and OIS' comments were returned to DoD.

Material reviewed this week included two OSS documents (2,475 pages), a 416-page portion of a Foreign Relations of the United States series manuscript, a one page DoD document, four manuscripts (460 pages) for the Publications Review Board, a one-page document for the Information and Privacy Division, and four miscellaneous documents (2,468 pages).

Records Management Division

The Chief of the Operations Group, IMS/DO, requested a copy of the Office of Communications/Office of Logistics survey report in connection with the transfer of the OC pouch function to the DO. Portions of the report which are relevant to the pouch transfer were forwarded.

Two Information Technology Branch (ITB) representatives met with representatives of the Office of Central Reference, DDI, and the Intelligence Community Staff to discuss control of NATO and Top Secret collateral material. The IC Staff will be using Wang equipment to transmit information to a variety of offices at Headquarters and procedures are needed to ensure that control over NATO and Top Secret collateral material is not lost. In the future, they also plan to use the system to transmit information to other organizations in the Intelligence Community.

UNCLASSIFIED when separated
from background.

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ITB representatives conducted an audit of Top Secret collateral material at the Agency Archives and Records Center and Center employees conducted a physical inventory of the 95,000 cubic feet of material stored there. Fourteen employees participated using 250 hours of overtime. The inventory project is not complete but will be finished using time available during normal duty hours.

Regulations Control Division

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Information and Privacy Division

A separate report is attached.

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EXO/OIS: (8 Dec 1982)

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